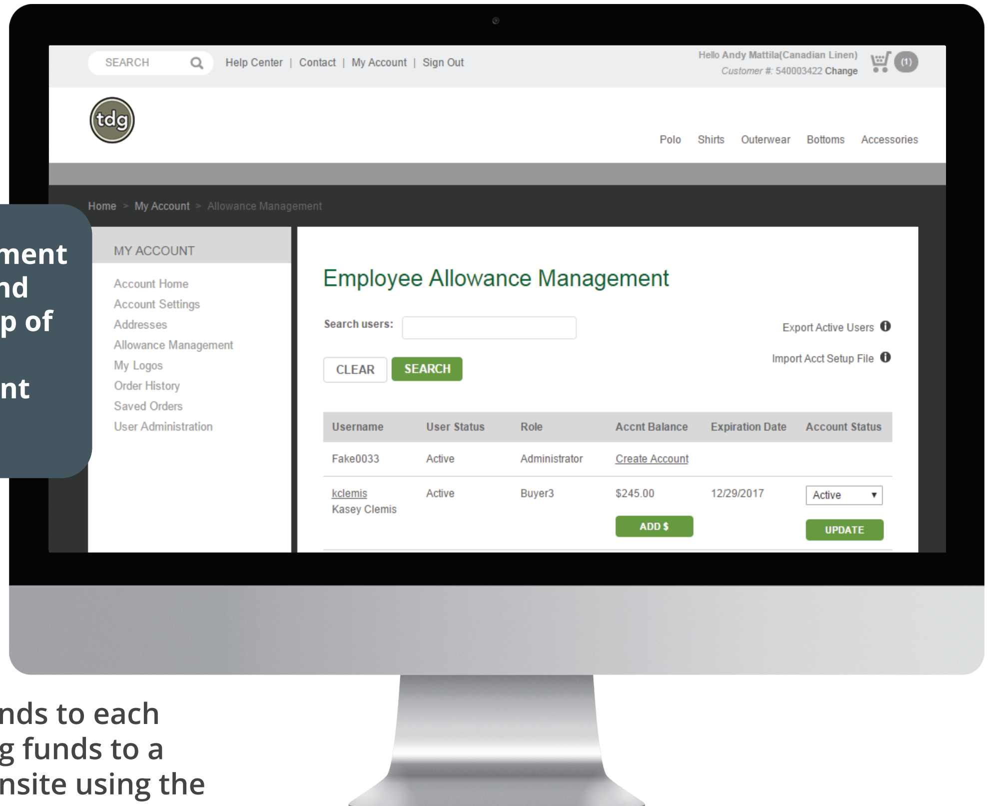
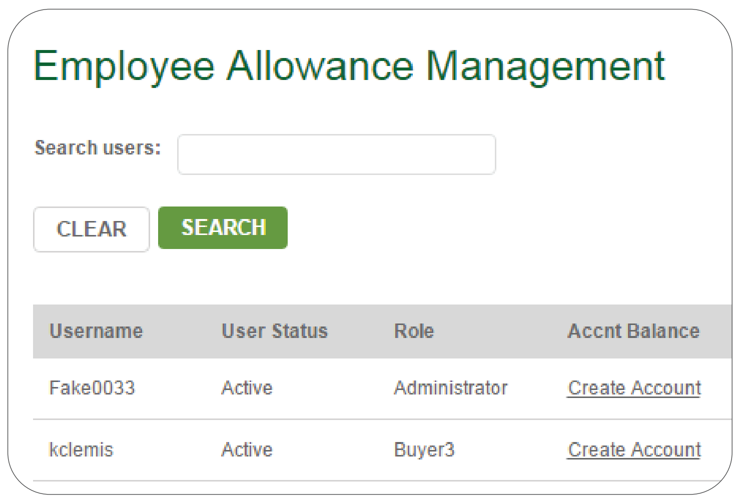
MANAGING YOUR E-STORE ALLOWANCE ACCOUNTS

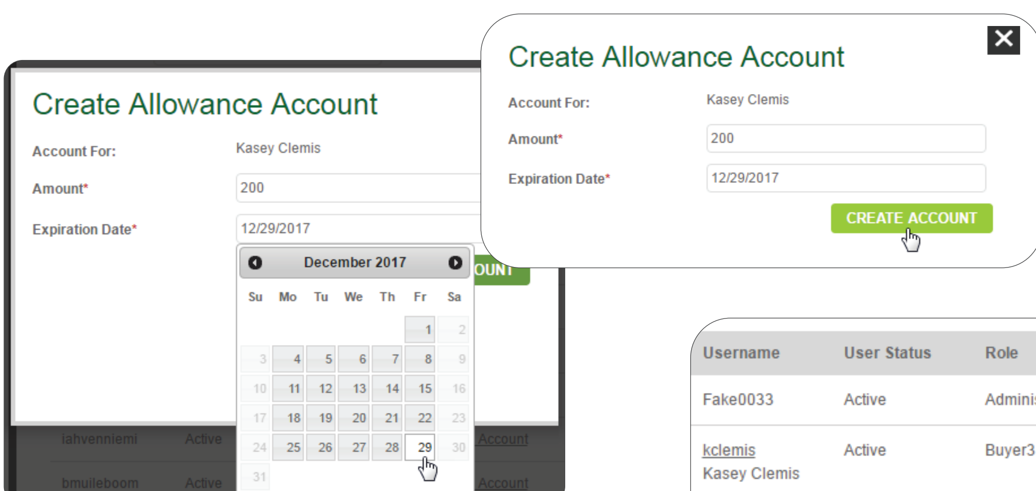


Access the Allowance Account Management feature by signing in to your account and selecting the **My Account** link at the top of the screen followed by the **Allowance Management** link within the My Account section of your eStore.

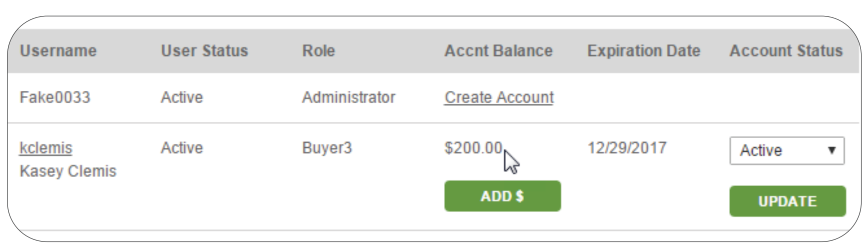
There are two ways that you can add funds to each user account. The first method of adding funds to a user's allowance account can be done onsite using the data entry fields available to you. The second method requires exporting the list of users associated with your custom eStore's account(s) and entering the data within an Excel CSV file. Once the Excel CSV Account Setup File has been completed, it can be imported back into your Allowance Management feature.



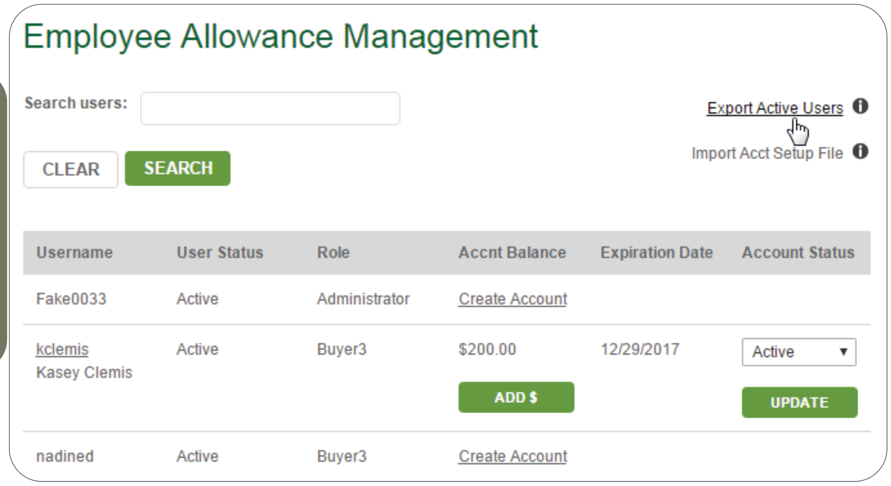
To activate a user's allowance account onsite, select the **Create Account** link (see right). The options (shown below) to add funds and apply an expiration date for the funds will appear on your screen. After you have entered the amount and added the expiration date, select **CREATE ACCOUNT**.



You can easily add to a user's allowance account or adjust the expiration date for the allowance by selecting **ADD $** under the respective user (see below).



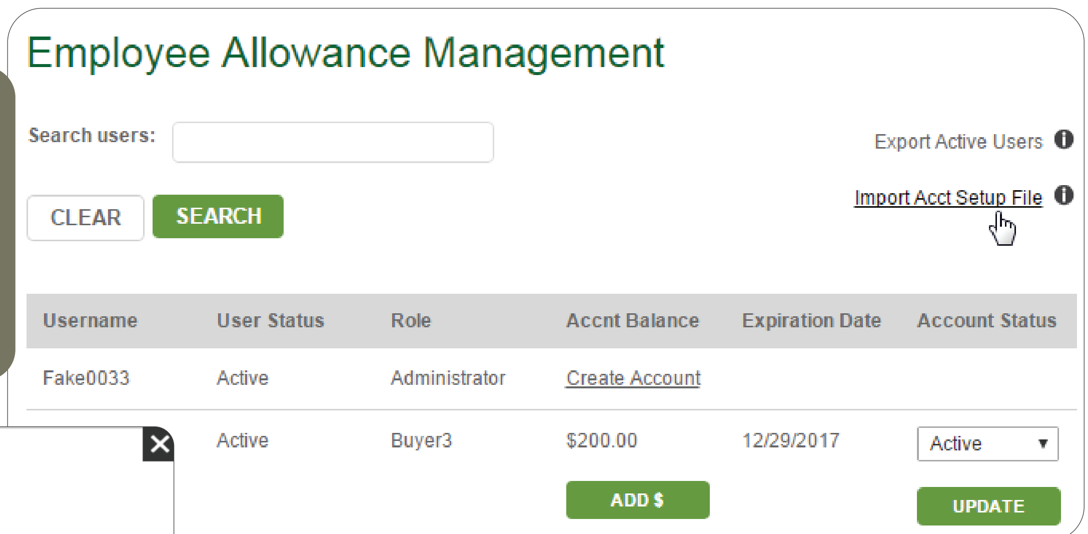
To activate or manage an user's allowance account using the export/import feature, select **Export Active Users** and then **EXPORT FILE** when prompted. Open the CSV file after it has been downloaded and add the **Amount** and **Expiration Date** (see below).

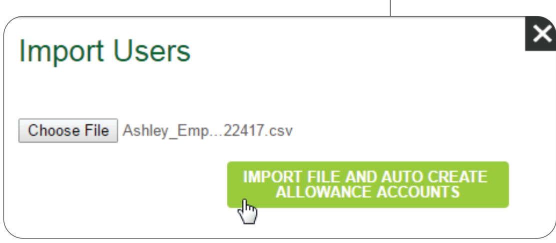


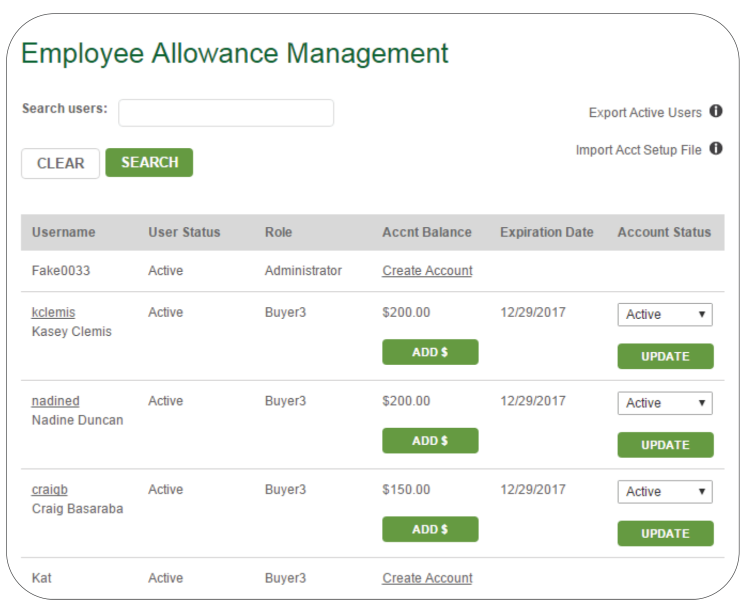
UserName	Amount	CreationDate	ExpirationDate	IsActive	AllowanceAccountID
Fake0033					
kclemis	$200.00	2/24/2017	12/29/2017	T	PQWWGQWKRCID
nadined	$200.00	2/24/2017	12/29/2017	T	N/A
craigb	$150.00	2/24/2017	12/29/2017	T	
Kat	$150.00	3/2/2017	12/29/2017	T	

IMPORTANT NOTE: do not enter any data in the AllowanceAccountID column. This information will autogenerate once the Allowance Account has been set up for the user (see left).

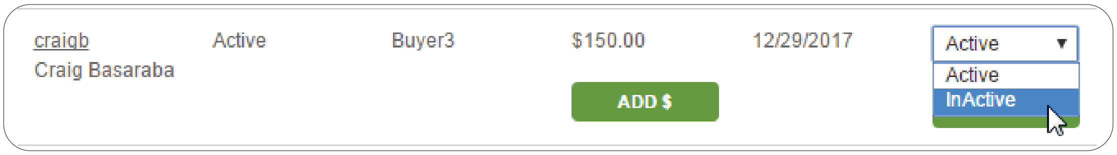
To import the allowance account data, select **Import Acct Setup File** (see right) and then browse for the modified CSV file and select **IMPORT FILE AND AUTO CREATE ALLOWANCE ACCOUNTS** (see below).

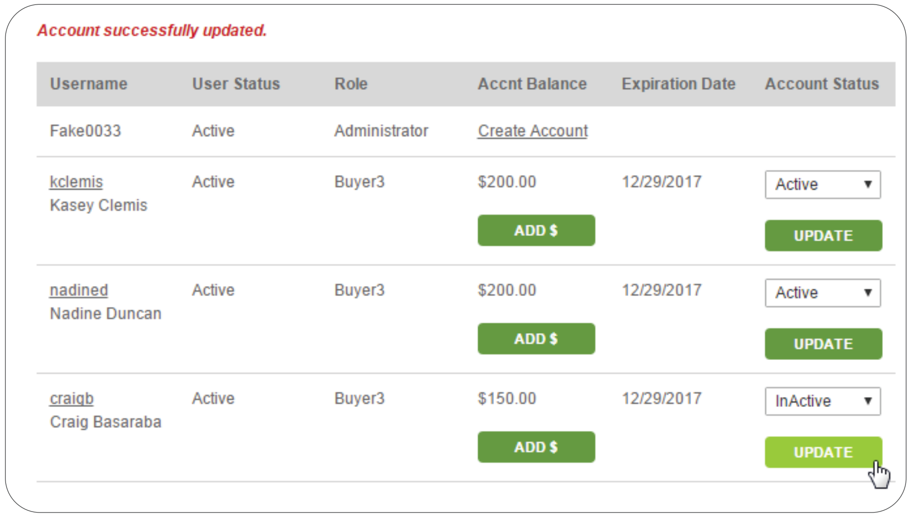






Once the allowance accounts have been set-up the import/export feature can be used to edit existing allowance accounts or existing allowance accounts can also be altered using the onsite options.





To deactivate a user's allowance account, select InActive in the drop down menu for that user (see above right) and then select UPDATE (see right).

A	B	C	D	E	
UserName	Amount	CreationDate	ExpirationDate	IsActive	Allowa
Fake0033	$75.00	2/24/2017	12/29/2017	T	RK1LF
kclemis	$200.00	2/24/2017	12/29/2017	T	PQW\
nadined	$200.00	2/24/2017	12/29/2017	F	BHGC
craigb	$150.00	2/24/2017	12/29/2017	F	IK0AO
Kat					

Allowance accounts can also be deactivated using the Export/Import feature by replacing the T (True) with an F (False) in the I sActive column in the Active Users CSV file.

HELPFUL TIPS

When using the Export/Import feature to manage allowance accounts, it is best practice to create a working draft or duplicate version of the most current export file to update so that you always have a copy of the existing information.

Name	Date modified
ExportUsers.csv	6/6/2017 10:48 AM
ExportUsers_AllowanceManagement_06062017.csv	6/6/2017 10:48 AM

Using the Export/Import feature is an efficient way to manage multiple users that share the same allowance amount alotted to them or same expiration date.

B	C	D	E
Amount	CreationDa	ExpirationD	IsActive
$100.00	2/2/2017	12/30/2017	T
$100.00	2/2/2017	12/30/2017	T
$100.00	2/2/2017	12/30/2017	T
$100.00	2/2/2017	12/30/2017	T
$100.00	2/2/2017	12/30/2017	T
$100.00	2/2/2017	12/30/2017	T
$100.00	2/2/2017	12/30/2017	T
$200.00	6/6/2017	12/30/2018	T
$200.00	6/6/2017	12/30/2018	T
$200.00	6/6/2017	12/30/2018	T
$200.00	6/6/2017	12/30/2018	T
$200.00	6/6/2017	12/30/2018	T

Have any questions regarding how to manage allowance accounts?

Call us at 866-822-4763 or contact us at webstore@canadianlinen.com.